

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: December 17, 2007

LEAVE ACCOUNTING LETTER # 07-018

TO: All Agencies/Campuses in the California Leave Accounting System (CLAS)

FROM: Don Scheppmann, Chief  
Personnel/Payroll Services DivisionRE: **LEAVE ACCOUNTING TRAINING SPRING 2008 SEMESTER ENROLLMENT**

This memo provides the latest information regarding the State Controller's Office (SCO), Personnel/Payroll Services Division's California Leave Accounting System (CLAS) training classes for April through June 2008.

**TRAINING ENROLLMENT**

Enrollment priority will be given to new Personnel Specialists/CSU Payroll Technicians who meet class prerequisites. We are aware that circumstances may exist that necessitate enrollment for specialists/technicians who do not meet these requirements or for employees such as Office Technicians (OT's) or Staff Services Analysts (SSA's). When enrolling employees in classifications other than Personnel Specialists/CSU Payroll Technicians (e.g., OT's, SSA's), please contact the appropriate instructor who will work with you to accommodate your needs.

On Friday, December 28, 2007, a Needs Assessment form will be electronically distributed to all CLAS agencies/campuses. To create an equitable process for all agencies/campuses, we request that the agency/campus Training Coordinator complete the form and return it no earlier than 8:00 a.m. on Wednesday, January 9, 2008 and no later than the close of business on Wednesday, January 16, 2008. Please return the form to the SCO Training Administrator at [ppsdtraining@sco.ca.gov](mailto:ppsdtraining@sco.ca.gov) or via fax at (916) 324-7293. Please note that no phone calls will be accepted in lieu of this procedure.

By Friday, February 15, 2008, the CLAS Spring 2008 Training Schedule will be published via electronic mail. On Monday, February 25, 2008, the SCO Training Administrator will begin contacting each agency/campus Training Coordinator in the order that the Needs Assessment forms were received.

When selecting a location for CLAS Refresher Training, please indicate the nearest city for which you know your agency/campus will provide travel funds and to which you are sure the trainees will be able to attend. If there are no cities that meet these criteria, refer to the 'Consultations/Special Requests' section of this letter. Our training sites are ADA accessible.

## **CONFIRMATION OF ENROLLMENT**

Each scheduled enrollee and the agency/campus Training Coordinator will receive an electronic mail confirmation letter approximately 30 days prior to the class date. This letter will contain important enrollment information including class dates, duration of the class, time and location.

## **CANCELLATION REQUIREMENTS**

To cancel an enrollee, contact the SCO Training Administrator at (916) 322-0683, via e-mail, at [ppsctraining@sco.ca.gov](mailto:ppsctraining@sco.ca.gov), or via the California Relay Service at (800) 735-2929 no later than two weeks before the class. It is important that the “two weeks before” guideline be followed so that other employees have an opportunity to enroll in the vacated spot.

## **SPECIAL NOTE**

This is to clarify that the CLAS training services offered DO NOT include a \$100 late cancellation/no show fee, nor a \$25 charge per trainee for classes held outside of Sacramento. These policies apply ONLY to Statewide Training services (e.g., Workers’ Compensation Documentation, PAR Documentation, Salary Determinations).

## **ENROLLMENT SUBSTITUTIONS**

Only Personnel Specialists/CSU Payroll Technicians who meet the prerequisites are allowed to substitute for a specialist/technician who is unable to attend the program. When substituting other than Personnel Specialists/CSU Payroll Technicians (e.g., OT’s, SSA’s), please contact the appropriate instructor for approval.

## **COURSE REQUIREMENTS**

Prerequisites ensure that each trainee succeeds in comprehending the subject matter offered in the class. A trainee who lacks the required experience may have difficulty with the material and detract from the class. Therefore, if a trainee is unable to maintain the pace of the session, the instructor may request that he/she return to his/her agency/campus.

## **CONSULTATIONS/SPECIAL REQUESTS**

If your agency/campus requires a consultation or has a special training request, contact the Leave Accounting Liaison Unit at (916) 327-0756.

## **COURSE DESCRIPTIONS AND PREREQUISITIES**

### **CLAS Initial Training - (3 Days)**

**THIS COURSE IS ONLY OFFERED IN SACRAMENTO AT THE STATE CONTROLLER'S OFFICE.**

CLAS Initial Training is a “hands-on” training program that covers the fundamentals of the CLAS and is recommended for all new CLAS users. Trainees will access the CLAS Training Database and through the use of various exercises, will learn how to access, navigate, and update the CLAS.

#### **Prerequisites**

Must have a minimum of three months personnel/payroll experience and basic knowledge of leave benefit rules and Employment History transactions.

### **CLAS Refresher Training – (1 Day)**

CLAS Refresher Training covers a brief review of CLAS fundamentals with the primary focus involving the more advanced processes, such as Leave System Eligibility and Temporary Separations.

#### **Prerequisites**

Must have either attended the CLAS Initial Training class, or have a minimum of six months of CLAS experience and knowledge of leave benefit rules and Employment History transactions.

Should you have any questions regarding this letter, please contact the Leave Accounting Liaison Unit at (916) 327-0756.

DS:CN:CLAS